

Don't try to  
show an  
entire form  
in one slide

USAPPCV100

# Prepare a DA Form 1811

## Personal Data

<b>PHYSICAL DATA AND APTITUDE TEST SCORES UPON RELEASE FROM ACTIVE DUTY</b> <small>For use of this form, see AR 635-5; the proponent agency is MILPERCEN.</small>		DATE
<p align="center"><b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b></p> <p>AUTHORITY: Section 301, Title 5, USC.</p> <p>PRINCIPAL PURPOSE: To authorize your reenlistment within a specified time, without physical examination or without the requirement for mental retesting.</p> <p>ROUTINE USES: To document your physical status at time of separation and to record results of prior mental aptitude tests. <i>(A copy of this form will be placed in your Military Personnel Records Jacket, U.S. Army.)</i></p> <p>DISCLOSURE OF YOUR SSN AND OTHER PERSONAL INFORMATION IS VOLUNTARY. HOWEVER, INDIVIDUALS WHO DO NOT DISCLOSE THE INFORMATION WILL BE REQUIRED TO TAKE THE PHYSICAL EXAMINATION AND THE MENTAL APTITUDE TESTS REQUIRED FOR REENLISTMENT.</p>		
<p align="center"><b>INSTRUCTIONS</b></p> <p><i>Prepare in triplicate. Original and duplicate will be given to individual concerned. Triplicate will be filed in individual's Military Personnel Records Jacket.</i></p>		
LAST NAME - FIRST - MIDDLE INITIAL	GRADE	SSN

Split the form into portions  
that can be easily viewed

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## Personal Data

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INSTRUCTIONS <i>Prepare in triplicate. Original and duplicate will be given to individual concerned. Triplicate will be filed in individual's Military Personnel Records Jacket.</i>		
LAST NAME - FIRST - MIDDLE INITIAL <b>Smith, John J.</b>	GRADE <b>SFC</b>	SSN <b>123-45-6789</b>

# Prepare a DA Form 1811 Test Scores

APTITUDE TEST SCORES			
ENLISTMENT OR REENLISTMENT WITHOUT MENTAL RETEST IS AUTHORIZED PROVIDED ENLISTMENT OR REENLISTMENT IS ACCOMPLISHED WITHIN ONE YEAR AFTER DATE OF SEPARATION. YOUR RECORDED APTITUDE AREA SCORES ARE AS FOLLOWS:			
ASVAB SCORES		AOB - 73 SCORES	
GT	<b>123</b>	GM	<b>102</b>
EL	<b>96</b>	CL	<b>99</b>
MM	<b>111</b>	SC	<b>116</b>
CO	<b>98</b>	FA	<b>97</b>
OF	<b>100</b>	ST	<b>101</b>
AFQT/AVST SCORE		<b>104</b>	
		CO	_____
		(IN, CO-A)	_____
		EL	_____
		GM	_____
		CL	_____
		GT	_____
		FA	_____
		(AE, CO-B)	_____
		OF	_____
		MM	_____
		ST	_____
		SC	_____

Pick one simple way for the data to appear.

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GT	<u>123</u>	GM	<u>102</u>		CO	<u>98</u>	FA	<u>97</u>	
EL	<u>96</u>	CL	<u>99</u>		(IN, CO-A)	<u>103</u>	(AE, CO-B)	<u>105</u>	
MM	<u>111</u>	SC	<u>116</u>		EL	<u>96</u>	OF	<u>100</u>	
CO	<u>98</u>	FA	<u>97</u>		GM	<u>102</u>	MM	<u>111</u>	
OF	<u>100</u>	ST	<u>101</u>		CL	<u>99</u>	ST	<u>101</u>	
AFQT/AVST SCORE				<u>104</u>	GT	<u>123</u>	SC	<u>116</u>	

Too many elements coming in one at a time can become tedious and annoying.

# Prepare a DA Form 1811

## Physical Status

PHYSICAL STATUS	
YOUR PHYSICAL CONDITION ON <b>31 December 1999</b> IS SUCH THAT YOU ARE CONSIDERED PHYSICALLY QUALIFIED <small>(Date of Separation)</small>	
FOR SEPARATION OR FOR REENLISTMENT WITHOUT REEXAMINATION, PROVIDED YOU REENLIST WITHIN 6 MONTHS AND STATE THAT YOU HAVE NOT ACQUIRED NEW DISEASES OR INJURIES DURING THE INTERVAL PERIOD WHEN NOT A MEMBER OF THE MILITARY SERVICE.	
YOUR PHYSICAL PROFILE ON DATE OF SEPARATION IS: <b>111111</b>	
TYPED NAME, GRADE, AND TITLE OF PERSONNEL OFFICER <b>Ima Transcriber, GS-05 Data clerk</b>	SIGNATURE <b>Ima Transcriber</b>

Select items can be presented individually as long as it isn't overdone.

# Prepare a DA Form 1811 Statement

STATEMENT OF PHYSICAL STATUS AT TIME OF ENLISTMENT	
HAS THERE BEEN ANY CHANGE IN YOUR PHYSICAL CONDITION SINCE YOU WERE SEPARATED?	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, DESCRIBE BELOW)	
<i>I am having a harder time breathing. My back is constantly in pain. My feet hurt.</i>	
DATE	SIGNATURE OF INDIVIDUAL BEING SEPARATED
<i>31 Feb 99</i>	<i>John J. Smith</i>

DA FORM 1811, MAR 77

EDITION OF 1 SEP 88 IS OBSOLETE

USAPPCV1.00

Finally, don't use any of your personal information or a recognizable name.

There are commercial and free programs available to let you do the steps outlined. The most important capabilities you need in a single program is the ability to ***capture a screen image***, to ***crop an image*** and also to ***save to different image types***.

Some free programs that can do this are:

Irfanview (<http://www.irfanview.com>)

EyeBrowse (<http://www.eyebrowse.co.uk>)

Ultimate Paint (<http://www.ultimatepaint.com>)

XnView (<http://www.xnview.org>).

This is not an endorsement of any product. Use is at your sole discretion and your own risk.

**A**s with any computer program, use of a good anti-virus program is essential. Log into your AKO account for more information at: (<https://www.acert.1stiocmd.army.mil/Antivirus>).

You can obtain an Anti-SpyWare program while logged in to your AKO account at:

(<https://www.acert.1stiocmd.army.mil/Antivirus/antispyware.htm>)